College of the Canyons
Institutional Effectiveness and Inclusive Excellence (IE)[2]
Steering Committee - Meeting Minutes
May 9, 2023 3:00-5:00pm

1. **Welcome**

2. **Year in Review and Recognition of Canyons Completes Champions**
   - Special thanks to the IE2 Design Team and the members from the Institutional Effectiveness and Inclusive Excellence (IE)2 committee, comprised of students, faculty, staff and managers/administrators inform, support and implement the Canyons Completes efforts.

Celebration of our Collective Efforts:
A Year in Review and Recognition of Canyons Completes Champions

FALL 2022

September
- Student Equity & Achievement Plan Metric Overview and Prep for Upcoming Open Hours Meetings

October
- Presentation of outcomes from SEA Open Hours Meetings
- Reviewed draft targets for metrics overall and populations where disproportionate impact (DI) was found
- Presentation included current strategies, additional items suggested from meetings, and considerations for supporting/addressing DI
  <u>Action for Design Team:</u> Incorporate breakout room discussion/suggestions into planning and future meetings

November
- Established initial goals for ADTs, Non-ADTs and Certificates as part of our metric suite and Strategic Plan metric refresh
- Presentation of Fall 2022 Student Survey Highlights
- Presentation of Takeaways from CAGP 2.0 Institute #3 (September)
  <u>Action for Design Team:</u> Incorporate breakout room discussion/suggestions into planning and future meetings, including more time for folks to reflect on the breakout room prompt for elements that we want in our approach to incorporate elements of concierge support.

Spring 2023

February
- Update on enrollment trends post-pandemic, enrollment management goals and other instructional efforts to support pathways.

- Discussed CAGP 2.0 Institute 4 homework: Course Success Rates for Top 20 Enrolled Courses disaggregated by race and gender.
- Reviewed SEA Plan Activities and discussed next steps for updating the Canyons Completes Action Plan

March
- Canyons Completes Project Updates: Canyons Cares, Ujima Scholars, IDEAA Share Toolkit, PebblePad, Program Mapper, REACH Canyons Connects.
- Initial prioritization activity for SEA Efforts to Inform Canyons Completes Action Plan Updates.
- Strategic Plan Update and Engagement.

April
- Update on Legislative Priorities and Implications for Canyons Completes.
- Program Updates on Efforts Meeting Students Basic Needs, fostering a Sense of Belonging & Centering Diversity & Equity in Instruction: Intercultural Center, BaNC, and VAPA Dean, Dr. Smolos-Steele and Artist in Resident, Dr. Ibby Cizmar.
- CCCCO GP Work Plan preview and invitation to open hours.
- CAGP 2.0 Institute #4 Team Takeaways

Expanded Support for Student Journeys

Canyons Cares
- Backpack campaign (stuffed with school supplies),
- Awarded 98 graduating students cap and gown packets,
- Hosted financial literacy event called Money Talks,
- Expand seed library to Canyon Country campus

UJIMA Scholars
- Approximately 60 students in the program
- Additional 80 signed up on the interest list

Intercultural Center
- Supported student alliances, numerous IDEAA related events/dialogues and celebrations including cookout & scavenger hunt, jazz ensemble and other ICC sponsored professional development for the campus community.
- Supported the Anti-Racism Speakers Series, including bringing Dr. Angela Davis to the PAC in April.

Equity Minded Practitioners
- New ethnic studies courses: African American History 1699-1877 (HIST-116) and African American History 1877 to Present (HIST-117)
- Discussing more equitable assessments such as "ungrading"

Program Mapper
- 312 maps completed over the past two years (97% of pathways mapped)
- Includes 35 maps at CCC

Canyons Connects
- Completed integration with Canvas
- Onboarded BaNC and TLC – now actively receiving referrals

- Created user "how to" guides
- Additional counseling resources available to follow up on flags and referrals
- Underway with moving from SARS to Canyons Connects for calendaring – effective June 5 SARS calendaring will sunset

PebblePad
- Fostering folio thinking culture on campus
- Partnering with IDEAA Share Repository and Project-Based Learning
- Hosted "Learn How to use e-Portfolios to Engage, Reflect & Assess" workshop for faculty in Spring 2023

IDEAA Share Repository
- Creating a repertoire of materials for instructors to support Inclusion, Diversity, Equity, Anti-Racism and Accessibility (IDEAA) strategies.
- Partnering with PebblePad leads to house IDEAA Share materials in an easily accessible platform for anyone who's interested in adding to their teaching toolkit for culturally responsive pedagogical strategies and tips in the classroom.

REACH (Racial Equity for Adult Credentials in Higher Education)
- Completed first round of Racial Equity for Adult Credentials in Higher Education (REACH) project and invited to participate in REACH 2.0.
- Focused on two pathways in Paralegal and School of Business.
- Partnered with Adult Reentry Alliance to create a central repository where students participating in REACH pathways can seek support services they need.

Special Thanks to our Support Services and Other Institutional Supports, including but not limited to:
- Academic Accommodations Center
- A&R
- ASG
- BaNC
- Business Services
- Campus Life & Student Engagement
- Empowerment Programs
- Enterprise Applications/IT
- Facilities
- Financial Aid
- ISP
- Outreach
- Project-Based Learning/Internships
- Senates: Academic & Classified
- Student Health & Wellness
- TLC/Library/Distance Education
- Veterans Center
- Undocumented Resource Center

3. **What's your why and What Additional Supports are Needed?**
   What has participation in (IE)2 meant to you or how has participation in the
   committee impacted your experience at CoC?
   - Staying informed to what's happening and understanding all the work that's being done across campus
   - Helps us make meaningful connections
   - When students come to us with certain concerns, we know who we can go to for help and solicit that advice
   - Appreciated providing input regarding the Strategic Plans and felt seen and validated when the input was utilized
   - IE2 gives us a lot of context about local implementation, and we're a part of how things are done at College of the Canyons specifically
   - Helps us stay connected! It's a Hub where so much information is synthesized, processed and shared. Keeps us in the "know." It's a collaborative environment and allows us to go "deeper" with our ideas. It has created a space for connection and creativity for everyone. We have so many talented people; it's like a treasure trove of people! It provides a place for reflection (so important)! IE2 allows us to get out of our own bubble and connect the dots of what various folks are doing across campus. Its District wide and you get to hear voices from a more holistic view. There overlapping of ideas and integrative effort is beautiful!
   - Enabled cooperation and collaboration across department/programs around the district
   - Learned how to better serve and support students more equitably
   - IDEAA, Equity Minded Practitioners, etc. We wouldn't have these programs without IE2
   - Nice to see the roadmap to see what other entities are doing and see how we can make those connections
   - Nice to see how the Business Department is working towards the same goal.
   - Everyone's goals are aligned with the Strategic Plan
   - When you come to this group, it feels like you're entering a conversation which you might not understand what's happening in the conversation at the start. But you really start to pick it up and become part of that conversation. That that was the feeling that we had when entering into this group because we try to be very inclusive
   - We talked about how it gets us out of the day to day work that we do at our desks in our in our jobs and focus on the whole, to be able to see what's happening across the campus so that it gives you a bigger perspective. It might inform you to change in the direction that you're headed in because now you see

where the campus community is doing, or what work is being done, so it can help inform your decisions

- We talked about how it really changed with the pandemic and having this hybrid availability opened up to new voices that we hadn't had before. This gave us new perspectives and a new understanding of what's happening across the campus.
- Members who weren't able to join before kind of being able to see what is happening in these groups
- We have a student in the room who let us know that it was nice to see a committee that makes her feel that money is not wasted when coming to college and that we are working towards the betterment of the students. There are people on this campus working towards students, and what it is that they want to be able to achieve.
- I also put on here that it eliminates how complex our organization is, and how interconnected we are

What more can the committee can do to support its members and students?
- Consider making this a part of new faculty onboarding- giving them the link and saying here's this great thing just throwing them in the defense
- We thought maybe bringing subcommittees back would be interesting. When this first started we had these subcommittees that were working on separate projects. This could maybe help people stay engaged
- Zoom versus in person, and most people thought the high flex model is working for flexibility's sake, but that sometimes maybe we could have meetings where we're talking about more vulnerable things in person specifically
- Before Covid, students would often participate, and that it would be great to hear some of those students voices again
- Breakout rooms are really great, because it's encouraging connection, and it's discouraging us to be on our phones, or, you know, doing other things
- Connecting potentially IE2 to LEAP projects. There could be this overlap between the 2 forces so that some of those projects could inform our work, and vice versa
- We could integrate the Employment Center more into the work we do. So many of our students work and it seems like we need to tap into this center and bring their voice into IE2 in a stronger way
- We should note, that in past iterations of this committee, there was a lot of focus on smaller work groups. Today, we might bring back new work groups with new missions. This could attract new folks as well and bring a new energy! This could help with recruitment for IE2 and refocus our efforts.
- We need more students and alumni
- Continue doing what we are doing and strive to continue to learn and improve.

- One of the better organized committees, follow-up and planning considering the amount of people on the call
- Breakout room- we lose some people. They don't necessarily have the time to participate and have to leave but still want to listen to updates. Maybe less breakout rooms for each meeting s they don't feel pressured to be in breakout rooms but have option to do a survey to still provide feedback
- Less in-depth agendas
- Gauge the amount of time in each breakout room depending on the complexity of the questions being asked
- Report outs/slides are sent out prior to the meeting. 1 sheet summary of bullet points outlining the update of that subcommittee.
- Possibly 1.5 hour/1.45 meetings

4. **Looking forward to 2023/24: Ideas on how to structure the committee meetings to achieve established goals in the Student Equity and Guided Pathways plans**
   How should we structure the committee meetings in 2023/24 to not only continue forward progress with existing Canyons Completes projects but to also identify the existing, but not yet implemented, topics we should pursue next year?
   - We want to make sure that we all have all of the systems in place before launching a campaign like that. Are the resources there to really be able to support students to meet them where they're at? To make sure as our campus ready for students to succeed before we start marketing. Are the resources available to them? Can they get to these resources through multi modalities? The problem sometimes is that we're not taking responsibility or ownership for providing this kind of cultural climate for students to succeed. A lot of things need to intersect for this mindset shift to take place
   - Having this concept of the right to succeed means that we need to be there to help students navigate our system
   - Perhaps the missing piece is how can they advocate for themselves better rather than us just leading them
   - We talked about removing barriers for financial aid. How can we simplify the process?
   - Learning loss that happened because of Covid
   - We need to identify the equity gaps and strategize how to bridge the gaps we identify. We could conduct a student survey and host discussion groups to gather data. We need to hear how students feel about equity and anti-racism. We need to pay attention to the pulse of the campus.
   - How do we operationalize a student's Right to Succeed? Increase equity training. Bring in speakers to help educate all employees, faculty and staff. A cheat sheet could be helpful as well. Success comes in so many forms, as an institution that

strives for to create a holistic learning environment then we need to make sure we have equitable grading strategies and make big changes.

- Centering student's needs: students need to have their basic needs met first. We need to change our tone as educators away from "these students these days" to a warmer mindset that is more positive
- The idea of smaller work groups could help newer committee members to better connect and share the lift. We have the overarching mission of IE2, but smaller focus groups could help us to connect to individual or smaller missions
- Success comes in many forms. We need to figure out how, as an institution on how to create that holistic learning, environment
- Make sure we have equitable grading strategies
- Do a campaign "Right to Succeed" where students share on video what their pathway was and have them get interviewed. We should capture families especially our parents. We want to encourage them and make sure we are giving them that extra push
- Financial barriers are one of the issues that students find challenging, so equitable student worker pay may be the solution. Other retail establishments are paying higher, so being more competitive would be great
- Surveying students to what they need now in order to assess how we can move forward. There has been a bigger shift with students having to work more during COVID. Possibly do surveys a bit different other than Canvas. The surveys could be short and maybe table outside. Maybe make the surveys required in classes (i.e. for BaNC bucks, extra credit, etc.) We are not capturing enough information about students. This survey should be done every 2 years since the goal
- There are students in limbo that are not getting the services and support they need.
- We should be reaching out/calling students who have dropped out. There used to be focus groups for students who don't finish the application process to register, those who have academic holds or need a new application for the semester
- There could possibly be more student centric communication around financial aid and full/part time status/dropping classes. We need to have more of a dialogue about this with students. This is causing a lot of performance anxiety. Students end up having to enroll in a late start class as a result that may not be units to go towards their major
- Bring in guest speakers. We'd really like to bring in Devin Boone from Mira Costa speak on how to deal with trauma and your everyday work of the students who are affected
- Talked about hiring students specifically to go to committee meetings across campus. These are students who were paid for the hours of which they would be

in the committees for the work that need to happen. They would have to be part of any work, group or any kind of function of that committee. We want that student voice to be an entrenched into that committee.

- Map out the meeting for next year. What topics will we be working on each meeting?

5. **Summer Reading Opportunity –** *From Equity Talk to Equity Walk: Expanding Practitioner Knowledge for Racial Justice in Higher Education*

- We are looking for committee members who are interested in participating in a book club reading From Equity Talk to Equity Walk: Expanding Practitioner Knowledge for Racial Justice in Higher Education.
- Participants will engage in discussion on ideas and implications from the book that can help us achieve the goals identified in the 2022-25 SEA Plan and be incorporated into the committee's work in 2023/24.
- Contact Dr. Jasmine Ruys if you're interested in participating.

Next Meeting: September 12, 2023 (3-5pm)